FACULTY OF ENGINEERING & APPLIED SCIENCE

Registration Permit/Override

Term	

Student ID Number	Last Name	First Name	Middle Initial

Campus		Faculty		Program	

You are encouraged to request permission in advance of your registration day and time OR at any time during registration.
Permission, if granted, may be viewed in *YoUR Self-Service* . **Please submit a written statement of rational and a semester by semester academic plan.**

Type of Over-ride (see reverse)	CRN	Subject	Course	Section	Approved by	Entered by

NOTE: Courses may require more than one override.

Failure to add/drop classes prior to published deadlines may result in financial and academic penalties (such as grades of W or NP.) Failure to comply with degree program and University regulations may result in the academic penalty of not receiving credit for a course or not being able to make progress towards the completion of a degree program.

DISCLAIMER
I am aware that: • Permission is not automatic. • Receipt of permission does not guarantee that space will be available in the section or course • It is my responsibility to meet the prerequisites of courses and to comply with academic regulations • It is my responsibility to ensure the accuracy of my registration

Student Signature		Date	

Registration Permit Completed By: _____ Date: _____

Requesting Permission

INSTRUCTIONS

Review the Course descriptions in the Course Catalog and Class Schedules are available in UR Self-Service at http://www.uregina.ca/compserv/postcard/ (Web Services for Students). Please note that each term, university, campus, course, class, and degree regulations govern your ability to add courses to your academic record.

You will need one form for each term of registration. Use this form to request permission to register for/add a class when one or more of the following applies:

Undergraduate Students:

This code allows you (the student) to request permission to register...	Type of Override	How to Receive Permission
In a course that is restricted to a Campus (Luther, Campion, First Nations University, University of Regina) with whom you are not a registered student	CAMPUS	Signature of Associate Dean
In a course restricted to faculties OTHER than the one you are registered in	COLLEGE	Signature of Associate Dean
In a course restricted to Majors, Degrees, and Programs OTHER than the one you are registered in	DEGREE	Signature of Associate Dean
In a course without the lab (Lab Exemption) or other linked CRN.	LINK	Signature of Lab Instructor
In a CRN where special application procedures are required (APEGS/Special Students/Etc)	SPECIALAPP	Signature of Associate Dean
Beyond the maximum allowable hours in a term. A GPA of at least 70% is required.	MAXHRS	Signature of Associate Dean

Notes:

If you would like to audit a class, contact the Registrar's Office.

If the course or class (a section of a course) does not appear in the Class Schedule in *UR Self-Service*, view the Class Schedules available in Web Services for Students and/or contact your Faculty or College office to determine if and/or when the course will be offered.

Faculty and College offices will be monitoring registrations in all courses.